

Grants to Reduce Alcohol Abuse

**Information and Application Procedures
FY 2002**

Application Deadline: July 8, 2002



**OMB No. 1890-0009 Expiration Date: 07/31/2002
(CFDA # 84.184A)**

U.S. Department of Education

**Office of Elementary and Secondary Education
Safe and Drug-Free Schools Program**

May 2002

Dear Applicant:

Thank you for your interest in applying for a Grant to Reduce Alcohol Abuse.

This grant program is authorized by the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind Act (NCLB) of 2001. NCLB represents the President's education reform plan and contains the most sweeping changes to ESEA since it was enacted in 1965. NCLB changes the federal government's role in kindergarten through grade 12 education by asking America's schools to describe their success in terms of what each student accomplishes.

The act contained the President's four basic education reform principles: stronger accountability for results, increased flexibility and local control, expanded options for parents, and an emphasis on teaching methods and other strategies that have been proven to work.

The Grants to Reduce Alcohol Abuse Program supports the President's vision for education by helping to create safe and strong schools where students can focus their attention on mastering academic content. We encourage you to consider the four important principles embodied in NCLB as you develop your application.

We look forward to receiving your application for support under the Grants to Reduce Alcohol Abuse Program.

Sincerely,

Susan B. Neuman, Ed. D.

A Brief Introduction

The focus of the competition described in this application is alcohol use and abuse by secondary school students. Under this new discretionary grant program, Grants to Reduce Alcohol Abuse, funding will be provided to local educational agencies (LEAs) to enable LEAs to develop and implement innovative and effective alcohol abuse prevention programs for secondary school students.

Authority

This competition is authorized under Title IV, Part A, Subpart 2, Section 4129 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001. (Public Law 107-110).

Eligibility

Local educational agencies are the only eligible applicants under this competition.

Note to Applicants

This is a complete application package for Grants to Reduce Alcohol Abuse. Together with the statute authorizing the program and the Education Department General Administrative Regulations (EDGAR) governing the program, this package contains all of the information, application forms, and instructions needed to apply for the grant.

The official document governing this competition is the Notice Inviting Applications, published in the Federal Register on May 30, 2002. This information is also available electronically at the following web sites:

<http://www.ed.gov/legislation/FedRegister/> and <http://www.ed.gov/offices/OSDFS/>.

Applicants should clearly indicate in Block #4 of the Standard Form 424, the CFDA number and alpha suffix of the competition (**84.184A**) for which funds are being requested.

Estimated Range of Awards

Under this program, an estimated 47 awards, ranging from \$250,000 to \$750,000 will be made. The U.S. Department of Education is not bound by any estimates in this application package.

Length of Projects

Projects will be funded for up to three years—contingent upon substantial progress each year. **[Note: Applicants requesting three-year projects must submit Form 524 and a detailed budget narrative for each of the three years. Failure to submit a request for funding for each of the three years will result in no funds being awarded for those years.]**

Technical Assistance in Preparing Applications

Applicants may wish to use an on-line resource developed by the Center for Substance Abuse Prevention called the Prevention Decision Support System (DSS) at: <http://www.preventiondss.org/> when preparing applications. Prevention DSS can be used to help make informed decisions while planning, implementing, and evaluating substance abuse prevention programs.

Application Due Date

All applications must be postmarked on or before July 8, 2002. Applications delivered by hand must be received by the U.S. Department of Education Application Control Center no later than 4:30 PM Eastern Standard Time (EST) on July 8, 2002.

Under very extraordinary circumstances the Department may change the closing date for a competition. When this occurs, the Secretary announces such a change in a notice published in the Federal Register. **Waivers for individual applications failing to meet the deadline will not be granted, regardless of the circumstances.**

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for the information collection is OMB No. 1890-0009. The time required to complete the information collection is estimated to average 28 hours per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Safe and Drug-Free Schools Program, Office of Elementary and Secondary Education, U.S. Department of Education, 400 Maryland Avenue, SW, Room 3E300, Washington, DC 20202-6123.

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ED-424 (Application for Federal Assistance and Instructions)
ED-524 (Budget Information--Non-Construction Programs and Instructions)
SF-424B (Assurances--Non-Construction Programs)
ED 80-0013 (Certifications Regarding Lobbying, Debarment, Suspension, and
Other Responsibility Matters; and Drug-Free Workplace Requirements)
ED 80-0014 (Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion: Lower Tier Covered Transactions)
SF-LLL (Disclosure of Lobbying Activities and Instructions)

NOTICE TO APPLICANTS

I. THE GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all Federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of Federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

As required by GPRA, the Department of Education has prepared a strategic plan for 2002-2007. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

GOAL 1: Create a culture of achievement.

GOAL 2: Improve student achievement.

GOAL 3: Develop Safe Schools and Strong Character.

GOAL 4: Transform Education into a Evidence-Based Field.

GOAL 5: Enhance the quality and access to Postsecondary and Adult Education.

GOAL 6: Establish Management Excellence.

The Secretary may choose to develop performance indicators for the Grants to Reduce Alcohol Abuse program in accordance with GPRA. If indicators are developed, grantees will be asked to provide information that relates to participant outcomes and project management.

II. GENERAL INFORMATION AND REQUIREMENTS

Applicable Regulations

The following Education Department General Administrative Regulations (EDGAR) apply to the competition described in this package:

- 34 CFR Part 75 (Direct Grant Programs)
- 34 CFR Part 77 (Definitions that Apply to Department Regulations)
- 34 CFR Part 79 (Intergovernmental Review of Department of Education Programs and Activities)
- 34 CFR Part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments)
- 34 CFR Part 81 (General Education Provisions Act—Enforcement)
- 34 CFR Part 82 (New Restrictions on Lobbying)
- 34 CFR Part 85 (Government wide Debarment and Suspension
Nonprocurement) and Government wide Requirements for Drug-Free Workplace
(Grants))
- 34 CFR Part 97 (Protection of Human Subjects)
- 34 CFR Part 98 (Student Rights in Research, Experimental Programs, and Testing)
- 34 CFR Part 99 (Family Educational Rights and Privacy)

Other Selection Factors

In making awards under this grant program, we will reserve up to 25 percent of the total funds for awards to rural and low-income local educational agencies (LEAs). We will fund only applications employing strategies and programs with evidence of effectiveness or innovative programs that are based on research or models that have proven their effectiveness.

All applicants must propose to implement one or more of the proven strategies for reducing underage alcohol abuse as determined by the Substance Abuse and Mental Health Services Administration (SAMHSA) and whose evidence of effectiveness includes scientifically based research. A list of these strategies is included in this application package.

Contingent upon the availability of funds, the Secretary may make additional awards in FY 2003 from the rank-ordered list of unfunded applications from this competition.

Participation By Private School Children and Teachers:

LEAs that receive a grant are required to provide for the equitable participation of eligible private school children and their teachers or other educational personnel. In order to ensure that grant program activities address the needs of private school children, timely and meaningful consultation with appropriate private school officials must occur during the design and development of the program. Administrative direction and control over grant funds must

remain with the grantee.

Maintenance of Effort:

LEAs may receive a grant only if the State educational agency finds that the combined fiscal effort per student or the aggregate expenditures of the agency and the State with respect to the provision of free public education by the agency for the preceding fiscal year was not less than 90 percent of the combined fiscal effort or aggregate expenditures for the second preceding fiscal year.

III. PROGRAM SPECIFIC INFORMATION

Definitions

1. “Rural and low-income local educational agency” is an LEA: (a) that is designated with a locale code of 6, 7, or 8, as determined by the Department’s National Center for Education Statistics (NCES); and (b) in which 20 percent or more of the children ages 5 through 17 years served by the LEA are from families with incomes below the poverty line.

For purposes of this competition, locale codes of 6, 7 and 8 are rural sites described as follows: (1) locale code 6: a large town [an incorporated place or a Census-designated place (CDP) with a population of at least 25,000 and located outside a consolidated metropolitan statistical area (CMSA) or metropolitan statistical area (MSA)]; (2) locale code 7: a small town [an incorporated place or CDP with a population between 2,500 and 24,999 and located outside a CMSA or MSA]; or (3) locale code 8: any incorporated place, CDP, or non-place territory designated as rural by the U.S. Bureau of the Census.

In order to determine its locale code, an LEA should use the information provided by NCES at: www.ed.gov/offices/OSDFS/grants.

In the case where there are missing data or no data in the NCES table to determine the locale code, applicants may substitute certification by the State educational agency that the LEA is located in an area defined as rural by a governmental agency of the State.

In the case where there are missing data or no data in the NCES table to determine the low-income status of the LEA, applicants may substitute evidence that 20 percent or more of the children ages 5 through 17 years served by the LEA are from families with incomes below the poverty line.

2. “Secondary school” means a nonprofit institutional day or residential school, including a public secondary charter school, that provides secondary education, as determined under State law, except that the term does not include any education beyond grade 12.

Eligible Applicants

Only LEAs are eligible to apply.

Length of Grant

Projects will be funded up to 36 months contingent upon demonstration of substantial progress each year toward meeting the goals and objectives of the project and the appropriation of future years’ funds.

[Note: Applicants requesting multi-year awards must submit ED Form 524 and detailed budget information for each year of funding requested in order to be eligible for continuation funding in years two and three of the project. Failure to request funding for each year desired, will result in no funding for that year.]

Evaluation Requirement

Successful applicants are required to evaluate annually the effectiveness and outcomes of the activities funded under their grant and to submit an annual report on the effectiveness of the programs and activities funded under their grant.

Grantee Meetings

Applicants are required to include sufficient funds in the travel budget for the project director and one other person to attend one annual two-day grantee meeting in Washington, DC, and one other three-day meeting to be determined by the Department. Grant funds may be used to pay all expenses associated with attending the meetings.

Technical Assistance Meetings

Applicants should budget for travel, hotel and subsistence for up to four individuals to attend: a four-day grantee technical assistance (TA) meeting within the first month following award of the grant and a four-day TA meeting every four months thereafter (i.e., three TA meetings per year) for each year of the grant. Grant funds may be used to pay all expenses associated with attending the on-going TA meetings. As these meetings may take place in many regions of the country, applicants should budget accordingly.

Technical Assistance

It is expected that grantees will receive TA throughout the grant period. It is anticipated that this assistance will take multiple forms from meetings and workshops to telephone consultation, printed materials and other forms of networking to share ideas and identify resources. The focus of this assistance will include such things as planning for and implementing selected innovative strategies and programs, establishing community coalitions, developing local support for the project, establishing measurable goals and objectives, planning and implementing a rigorous process and outcome evaluation of the project, and other evaluation issues.

IV. APPLICATION INFORMATION AND SELECTION CRITERIA

Background

Underage drinking is a pervasive health problem for our Nation's youth. In a recent paper, the American Medical Association stressed the need to keep children alcohol free, highlighting the fact that the average age of a first drink in America is 12 and that this behavior is preventable. The National Centers for Disease Control (CDC) states that alcohol use is: 1) a factor in about half of all deaths from motor vehicle crashes and from intentional injuries; 2) linked to physical fights, academic and occupational problems and illegal behavior; 3) associated with liver disease, cancer and cardiovascular disease and neurological damage in the case of long-term use; and 4) associated with psychiatric disorders such as depression, anxiety and antisocial personality disorder. CDC reports that since 1991, current use of alcohol has remained steady at about half of all high school students with nearly one third of all 9th to 12th grade students reporting episodic heavy drinking.

The following national statistics help to define the underage drinking problem:

- From a National Household Survey of 2000, the Substance Abuse and Mental Health Services Administration (SAMHSA) reported that approximately 9.7 million drinkers were youth ages 12 to 20 and that of this number, 18.7 percent (6.6 million) were binge drinkers and 6 percent (2.1 million) were heavy drinkers. Binge alcohol rates were 1.0 percent for 12 year olds, 3.0 percent for 13 year olds, and 6.0 percent for 14 year olds.
- Survey results reported in an Office of National Drug Control Policy fact sheet indicate that 45 percent of students in grade 6 to 8 had used alcohol within the previous year. The number is 71 percent for grades 9 to 12.
- According to a January 1998 report by the National Institutes of Health, young people who began drinking before age 15 are four times more likely to develop alcohol addiction than those who began drinking at age 21.
- A study by the University of Missouri indicated that alcohol has been a factor in 50 to 65 percent of all suicides among youth.
- According to the National Highway Traffic Safety Administration (NHTSA), statistics show that although persons of 15 to 20 years of age in 1995 comprised 7.1 percent of licensed drivers, they accounted for 14.9 percent of all driver fatalities.
- Motor vehicle fatalities are the number 1 killer of teenagers and other young adults according to the Centers for Disease Control's Vital Statistics Mortality data, 1994. NHTSA reported more than 35 percent of such fatalities involving 15 to 20 year olds are alcohol related.

These statistics clearly show that underage drinking is a major concern in the health and well being of America's youth.

The purpose of the Grants to Reduce Alcohol Abuse program is to provide resources for LEAs to develop and implement innovative and effective alcohol abuse prevention programs for secondary school students. Under this program local educational agencies may compete for a grant to implement activities that include one or more proven strategies for reducing underage alcohol abuse as determined by the Substance Abuse and Mental Health Services Administration (SAMHSA).

Statutory Priority

Under the Elementary and Secondary Education Act, as amended, Title IV, Part A, Subpart 2, Section 4129, this grant competition focuses on projects that develop and implement innovative and effective alcohol abuse prevention programs for secondary school students.

IN ORDER TO RECEIVE FUNDING, PROJECTS MUST MEET THE ABOVE STATUTORY PRIORITY, IN ADDITION TO THE FOLLOWING STATUTORY REQUIREMENTS.

Statutory Requirements

The statute requires each applicant to:

- (1) Describe the activities to be carried out under the grant;
- (2) Provide an assurance that such activities will include one or more of the proven strategies for reducing underage alcohol abuse as determined by the Substance Abuse and Mental Health Services Administration;
- (3) Explain how activities to be carried out under the grant that are not described in (2) above will be effective in reducing underage alcohol abuse, including references to the past effectiveness of such activities; and
- (4) Provide an assurance that the applicant will submit to the Secretary an annual report concerning the effectiveness of the programs and activities funded under the grant.

For the purpose of this grant competition, "proven strategies for reducing underage alcohol abuse as determined by the Substance Abuse and Mental Health Services Administration (SAMHSA)" are those strategies included in the "List of SAMHSA Programs" in Section IX of this application package.

Note: Because SAMHSA continues to identify model programs on an on-going basis; the list provided in this application is current only at the time this application was published.

We strongly urge grantees to use a qualified evaluator to design and implement an evaluation of the project using outcomes-based (summative) performance indicators related to behavioral change, and process (formative) measures that assess and document the strategies used.

Selection Criteria

Applications submitted under this competition will be reviewed using one of two sets of selection criteria in order to respond to a statutory requirement to streamline the application process for rural and low-income LEAs. Any applicant may use the first set of criteria. Only rural and low-income applicants may use the second set. Applications will be reviewed and scored separately according to the selection criteria the applicant chooses. Applications using the rural and low-income selection criteria that do not meet the definition for a rural and low income LEA will not be read. The maximum score for all of these criteria is 100 points.

Selection Criteria for Non Rural and Non Low-Income LEAs:

1) Need for project (20 points)

In determining the need for the proposed project the following factor is considered:

The magnitude or severity of the problem to be addressed by the proposed project.

2) Quality of the project design (50 Points)

In determining the quality of the design of the proposed project, the following factors are considered:

- (i) The extent to which the design of the program reflects up-to-date knowledge from research and effective practice;
- (ii) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs; and
- (iii) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

3) Quality of the project evaluation (30 points)

In determining the quality of the evaluation, the following factors are considered:

- (i) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.
- (ii) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes; and
- (iii) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.

Selection Criteria for Rural and Low Income LEAs:

1) Need for project (20 points)

In determining the need for the proposed project the following factor is considered:

The magnitude or severity of the problem to be addressed by the proposed project.

2) Quality of the project design (50 Points)

In determining the quality of the design of the proposed project, the following factor is considered:

The extent to which the design of the program reflects up-to-date knowledge from research and effective practice.

3) Quality of the project evaluation (30 points)

In determining the quality of the evaluation, the following factor is considered:

The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will product quantitative and qualitative data to the extent possible.

V. APPLICATION CONTENTS

Preparing the Application

A completed application for assistance under this competition consists of **two parts**:

- (1) **all forms and assurances** that must be submitted in order to receive a grant and
- (2) **a detailed narrative description** of the proposed project **and the budget** to support it.

Applicants should carefully review the Selection Criteria for information on items that must be covered in the narrative description. A panel of nonfederal readers with experience in school-based prevention programs or other youth development specialty will review each eligible application submitted by the deadline.

The panel will award up to a total of one hundred points for the selection criteria based on the quality and completeness of the narrative description. In describing the proposed project, applicants should take care to provide a comprehensive response to each factor under the selection criteria. Applications that fail to do so will be read, but experience suggests they may not score well enough to be funded.

NOTE: There are two sets of criteria. Any applicant may use the first set of criteria. Only rural and low-income applicants may use the second set. Applications will be reviewed and scored separately according to the selection criteria the applicant chooses.

Applications using the rural and low-income selection criteria that do not meet the definition for a rural and low income LEA will not be read.

Organizing the Application

We recommend that applicants organize the information in their application in the following order. All pages should be numbered consecutively to make review and evaluation easier.

1. Application for Federal Assistance (ED Form 424)

In item 4 of ED Form 424, clearly identify the Catalog of Federal Domestic Assistance (CFDA) Number and Title of the competition under which funds are being requested. Please include the following: **CFDA #84.184A.**

2. Table of Contents

Provide an itemized listing of each section of the application package, including page numbers.

3. Program Abstract

Clearly mark this page with the applicant/organizational name as shown in Item 1 of ED 424 and the title of the project as shown in Item 13 of the same form. The summary, not to exceed one page, should accurately and concisely reflect the proposal and include a description of the objectives of the project, approaches to be used, and the outcomes expected.

If the applicant is a rural and low-income LEA and is using the selection criteria for rural and low-income LEAs, please include the following bold heading on the Program Abstract page: **PROGRAM ABSTRACT FOR A RURAL AND LOW-INCOME LEA**. This will greatly facilitate the processing of the application.

4. Program Narrative

Applicants should organize the Program Narrative according to the Selection Criteria specified in Section IV. The narrative should address all the criteria and all of the factors under each criterion. **The narrative should also address all the statutory requirements listed in Section IV, especially certifying that 1) one or more proven strategies determined by SAMHSA will be used, and 2) an annual report will be submitted about the effectiveness of the programs and activities funded under the grant.** The narrative should also address the private school participation and maintenance of effort requirements described in Section II.

The pages of the narrative section must be numbered and should be limited to **12 typed pages for rural and low-income LEAs** and **25 typed pages** for all other LEAs, font size 12, double-spaced, printed only on one side, with a 1 inch margin on all sides. It is in the best interest of applicants to ensure that the narrative statement is easy to read, logically developed in accordance with selection criteria, and fully addresses each rating factor.

5. Budget Form

Use the Budget Information Form (ED Form 524). Provide amounts for major budget categories. Note that a budget must be submitted for each year in which funds are requested. **Failure to supply a budget for each year of the project will result in no funding for those years.**

6. Budget Justification

Include a detailed budget narrative that lists the amounts and sources of all funds, both Federal and non-Federal that supports and explains the information provided in the Budget Information Form (ED Form 524). Expenditures should be broken down according to the categories on the budget summary form. Provide an explanation of how the indirect cost rate was calculated. **Be sure to include a budget and a narrative description of details for each year of funding requested.** All expenditures must be necessary to carry out the goals and objectives of the program, reasonable for the scope and complexity of the program, and allowable under the terms and conditions of the grant and in accordance with government cost principles.

Explain the basis used to estimate certain costs for travel supplies, contractual or other, and any costs that may appear unusual; and how the major cost items relate to the proposed project activities. The Budget Information Form and accompanying narrative should provide enough detail for reviewers to easily understand how costs were determined and how they relate to the goals and objectives of the project.

7. Appendices and Forms

This section should contain any supplementary information that applicants may choose to submit in support of applicant's capacity and preparation to undertake the proposed project.

These documents may include resumes; letters of agreement with cooperating entities, if appropriate; evaluation results; or other materials. **Do not include budget or program narrative information in this section.**

The ED Forms required to submit the application package are available electronically at the following web site:

<http://www.ed.gov/offices/OCFO/grants/appforms.html>

General Education Provisions Act (GEPA) Section 427

Section 427 of GEPA affects applicants for new discretionary grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS PROVISION, SUMMARIZED BELOW, IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: *gender, race, national origin, color, disability, or age*. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, or others, from equitable access or participation. Your description need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

NOTE: A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

Examples

The following examples help illustrate how an applicant may comply with section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audiotape or in Braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it tends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Paperwork Burden Statement for GEPA 427

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for the GEPA 427 is OMB No. 1890-0009. The time required to complete GEPA 427 is estimated to average 1.5 hours per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Safe and Drug-Free Schools Program, Office of Elementary and Secondary Education, U.S. Department of Education, 400 Maryland Avenue, SW, Room 3E300, Washington, DC 20202-6123.

Assurances/Certifications

Standard Form 424B, Assurances -- Non-Construction Programs, ED 80-0013 -- Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements, ED 80-0014 -- Certification Regarding Debarment, Suspension,

Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions, and the Program Specific Assurances need to be signed and returned with the application. **By signing the Standard Form 424B, the applicant agrees to abide by requirements regarding drug-free workplace, debarment and environmental tobacco smoke.**

VI. APPLICATION SUBMISSION PROCEDURES

Pilot Project For Electronic Submission Of Applications

In Fiscal Year 2002, the U.S. Department of Education is expanding its pilot project of electronic submission of applications to include certain formula grant programs, as well as additional discretionary grant competitions. Grants to Reduce Alcohol Abuse is one of the programs included in the pilot project. If you are an applicant for Grants to Reduce Alcohol Abuse, you may submit your application to us in either electronic or paper format.

The pilot project involves the use of the Electronic Grant Application System (e-APPLICATION, formerly e-GAPS) portion of the Grant Administration and Payment System (GAPS). We request your participation in this pilot project. We shall continue to evaluate its success and solicit suggestions for improvement.

If you participate in this e-APPLICATION pilot, please note the following:

- Your participation is voluntary.
- You will not receive any additional point value or penalty because you submit a grant application in electronic or paper format.
- You can submit all documents electronically, including the Application for Federal Assistance (ED 424), Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.
- Within three working days of submitting your electronic application fax a signed copy of the application for Federal Assistance (ED 424) to the Application Control Center after following these steps:
 1. Print ED 424 from the e-APPLICATION system.
 2. Make sure that the institution's Authorizing Representative signs this form.
 3. Before faxing this form, submit your electronic application via the e-APPLICATION system. You will receive an automatic acknowledgement, which will include a PR/Award number (an identifying number unique to your application).
 4. Place the PR/Award number in the upper right hand corner of ED 424.
 5. Fax ED 424 to the Application Control Center at (202) 260-1349.
- We may request that you give us original signatures on all other forms at a later date.

You may access the electronic grant application for Grants to Reduce Alcohol Abuse at:
<http://e-grants.ed.gov>.

We have included additional information about the e-APPLICATION pilot project (see Parity Guidelines between Paper and Electronic Applications) in this application package.

Note: Applications may be submitted electronically only through the e-Application pilot. Applications sent via e-mail will not be accepted and will not be read.

INSTRUCTIONS FOR TRANSMITTING APPLICATIONS:

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

Applications Sent by Mail

You must mail the original and two copies of the application on or before the deadline date to:

**U.S. Department of Education
Application Control Center
Attention: CFDA# 84.184A
Washington, DC 20202-4725**

To help expedite our review of your application, we would appreciate your voluntarily including an additional (fourth), copy of your application.

You must show one of the following as proof of mailing:

- (1) A legibly dated U. S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U. S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary.

If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Services.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Special Note: Due to recent disruptions to normal mail delivery, the Department encourages you to use an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; U. S. Postal Service Express Mail; or a courier service) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under “Applications Sent by Mail,” then follow the instructions for “Applications Delivered by Hand.”

Applications Delivered by Hand

You or your courier must hand deliver the original and number of copies requested of the application by 4:30 p.m. (Washington, DC time) on or before the deadline date to:

**U.S. Department of Education
Application Control Center
Attention: CFDA# 84.184A
7th and D Streets, SW
ROB-3, Room 3671
Washington, DC 20202-4725**

To help expedite our review of your application, we would appreciate your voluntarily including an additional (fourth), copy of your application.

The Application Control Center accepts application deliveries daily between 8:00 a.m. and 4:30 p.m. (Washington, DC time), except Saturdays, Sundays and Federal holidays. The Center accepts application deliveries through the D Street entrance only. A person delivering an application must show identification to enter the building.

The original copy of the application must have an original signature, signed in black ink. Each copy must be stapled in the upper left corner or bound at the left margin. All copies of the application must be submitted in a single package. **Do not submit audio or videotapes or CD ROMs as a part of the application; they cannot be evaluated during the review process.**

The Application Control Center will mail a Grant Application Receipt Acknowledgement to each applicant. If an applicant fails to receive the notification of application receipt within 15 days for the from the closing date, the applicant should call the U.S. Department of Education Application Control Center at (202) 708-9494. If the application is late, the applicant will be notified that their application will not be considered.

Applications Submitted Electronically

You must submit your grant application through the Internet using the software provided on the e-Grants Web site: <http://e-grants.ed.gov> by 4:30 p.m. (Eastern Time) on the deadline date.

The regular hours of operation of the e-Grants Web site are 6:00 a.m. until 12:00 midnight (Eastern Time) Monday through Friday and 6:00 a.m. until 7:00 p.m. (Eastern Time) Saturdays. The system is unavailable on the second Saturday of every month, Sundays, and Federal holidays. Please note that on Wednesday the Web site is closed for maintenance at 7:00 p.m. (Eastern Time).

Note: Applications may not be submitted via e-mail.

PARITY GUIDELINES BETWEEN PAPER AND ELECTRONIC APPLICATIONS

The Department of Education is expanding the pilot project, which began in Fiscal Year 2000, which allows applicants to use an Internet-based electronic system for submitting applications. This competition is among those that have an electronic submission option available to all applicants. The system, called e-APPLICATION, formerly e-GAPS (Electronic Grant Application package System), allows an applicant to submit a grant application to us electronically, using a current version of the applicant's Internet browser. To see e-APPLICATION, visit the following Web site address at <http://e-grants.ed.gov>.

In an effort to ensure parity and a similar look between applications transmitted electronically and applications submitted in conventional paper form, e-APPLICATION has an impact on all applications under this competition.

Users of e-APPLICATION, a data driven system, will be entering data on-line while completing their applications. This will be more interactive than just e-mailing a soft copy of grant application to us. If you participate in this voluntary pilot project by submitting an application electronically, the data you enter on-line will go into a database and ultimately will be accessible in electronic form to our reviewers.

This pilot project is another step in the Department's transition to an electronic grant award process. In addition to e-APPLICATION, the Department is conducting a limited pilot of electronic peer review (e-READER) and electronic annual performance reporting (e-REPORTS). To help ensure parity and a similar look between electronic and paper copies of grant applications, we are asking each applicant that submits a paper application to adhere to the following guidelines:

- Submit your application on 8½" by 11" paper.
- Leave a one-inch margin on all sides.
- Use consistent font throughout your document. You also may use boldface type, underlining, and italics. However, please do not use colored text.
- Please also use black and white for illustrations, including charts, tables, graphs, and pictures.
- For the narrative component, your application should consist of the number and text of each selection criterion followed by the narrative. The text of the selection criterion, if included, does not count against any page limitation.
- Place a page number at the bottom right of each page beginning with 1, and number your pages consecutively throughout your document.

VII. INTERGOVERNMENTAL REVIEW

This grant competition is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive Order is to foster an intergovernmental partnership and to strengthen federalism. The Executive Order relies on processes developed by State and local governments for coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact (SSPOC) to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each State under the Executive Order. **The name and address of each State Single Point of Contact is contained in this application package.** A copy of the applicant's letter to the State Single Point of Contact must be included with the application.

In States that have not established a process or chosen a program for review, State, area wide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, area wide, regional, and local entities must be received by **September 6, 2002** at the following address: The Secretary, E.O.12372--CFDA 84.184A, U.S. Department of Education, Room 6213, 400 Maryland Avenue, SW, Washington, D.C. 20202-0125.

Recommendations or comments may be hand delivered until 4:30 p.m. (Eastern Time) **September 6, 2002.**

PLEASE NOTE THAT THE ABOVE ADDRESS IS NOT THE SAME ADDRESS AS THE ONE TO WHICH THE APPLICANT SUBMITS ITS COMPLETED APPLICATION. DO NOT SEND APPLICATIONS TO THIS ADDRESS.

VIII. APPLICATION CHECKLIST

Use This Checklist in Preparing the Application Package: (Please submit this completed checklist with your application).

- _____ An original and three copies of the application are enclosed. Each page of the application is numbered consecutively. One extra copy is provided voluntarily.
- _____ All forms in the original application that require a signature are signed in **black** ink.
- _____ Application for Federal Education Assistance (ED Form 424) has been completed according to the instructions and includes the nine-digit DUNS Number and Tax Identification Number.
- _____ A one-page project abstract
- _____ A narrative description of the project
- _____ A statement certifying that one or more SAMHSA identified proven strategies will be used.
- _____ A statement certifying that an annual report concerning the effectiveness of grant activities will be submitted.
- _____ A budget summary page and supporting budget narrative. **(Separate budgets and supporting narrative must be submitted for each year funding is requested.)**
- _____ All applications must include the required forms, assurances and certifications. Required forms listed below:
 - (1) ED 424 – Application for Federal Assistance and Instructions
 - (2) ED 524 – Budget Information, Non-Construction Programs and Instructions
 - (3) SF 424B – Assurances, Non-Construction Programs
 - (4) ED80-0013 – Certifications Regarding Lobbying; Debarment, Suspension & Other Responsibility Matters; and Drug-Free Workplace Requirements
 - (5) ED80-0014 – Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion – Lower Tier Covered Transactions
 - (6) SF LLL – Disclosure of Lobbying Activities and Instructions
- _____ GEPA Section 427 Requirement
- _____ A copy of the letter to the State Single Point of Contact (see page 28)

IX. OTHER INFORMATION AND FORMS

AUTHORIZING LEGISLATION

ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965

as amended by NO CHILD LEFT BEHIND ACT OF 2001

SEC. 4129. GRANTS TO REDUCE ALCOHOL ABUSE.

(a) IN GENERAL- The Secretary, in consultation with the Administrator of the Substance Abuse and Mental Health Services Administration, may award grants from funds made available to carry out this subpart under section 4003(2), on a competitive basis, to local educational agencies to enable such agencies to develop and implement innovative and effective programs to reduce alcohol abuse in secondary schools.

(b) ELIGIBILITY- To be eligible to receive a grant under subsection (a), a local educational agency shall prepare and submit to the Secretary an application at such time, in such manner, and containing such information as the Secretary may require, including

- (1) a description of the activities to be carried out under the grant;
- (2) an assurance that such activities will include one or more of the proven strategies for reducing underage alcohol abuse as determined by the Substance Abuse and Mental Health Services Administration;
- (3) an explanation of how activities to be carried out under the grant that are not described in paragraph (2) will be effective in reducing underage alcohol abuse, including references to the past effectiveness of such activities;
- (4) an assurance that the applicant will submit to the Secretary an annual report concerning the effectiveness of the programs and activities funded under the grant; and

(5) such other information as the Secretary determines appropriate.

(c) STREAMLINING OF PROCESS FOR LOW-INCOME AND RURAL LEAS- The Secretary, in consultation with the Administrator of the Substance Abuse and Mental Health Services Administration, shall develop procedures to make the application process for grants under this section more user-friendly, particularly for low-income and rural local educational agencies.

(d) RESERVATIONS-

(1) SAMHSA- The Secretary may reserve 20 percent of any amount used to carry out this section to enable the Administrator of the Substance Abuse and Mental Health Services Administration to provide alcohol abuse resources and start-up assistance to local educational agencies receiving grants under this section.

(2) LOW-INCOME AND RURAL AREAS- The Secretary may reserve 25 percent of any amount used to carry out this section to award grants to low-income and rural local educational agencies.

STATE SINGLE POINT OF CONTACT

In accordance with Executive Order #12372, this listing represents the designated State Single Points of Contact. Because participation is voluntary, some States and Territories no longer participate in the process. These include: Alabama, Alaska, American Samoa, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, Ohio, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, and Washington.

However, an applicant is still eligible to apply for a grant or grants even if its respective State, Territory, Commonwealth, etc. does not have a State Single Point of Contact.

ARKANSAS

Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 W. 7th St., Room 412
Little Rock, Arkansas 72203
Telephone: (501) 682-1074
Fax: (501) 682-5206
tlcopeland@dfa.state.ar.us

DELAWARE

Charles H. Hopkins
Executive Department
Office of the Budget
540 S. Dupont Highway, 3rd Floor
Dover, Delaware 19901
Telephone: (302) 739-3323
Fax: (302) 739-5661
chopkins@state.de.us

FLORIDA

Jasmin Raffington
Florida State Clearinghouse
Department of Community Affairs
2555 Shumard Oak Blvd.
Tallahassee, Florida 32399-2100
Telephone: (850) 922-5438
Fax: (850) 414-0479
clearinghouse@dca.state.fl.us

ILLINOIS

Virginia Bova
Department of Commerce
and Community Affairs
James R. Thompson Center
100 West Randolph, Suite 3-400
Chicago, Illinois 60601
Telephone: (312) 814-6028
Fax (312) 814-8485
vbova@commerce.state.il.us

CALIFORNIA

Grants Coordination
State Clearinghouse
Office of Planning and Research
P.O. Box 3044, Room 222
Sacramento, California 95812-3044
Telephone: (916) 445-0613
Fax: (916) 323-3018
state.clearinghouse@opr.ca.gov

DISTRICT OF COLUMBIA

Luisa Montero-Diaz
Office of Partnerships and Grants Development
Executive Office of the Mayor
District of Columbia Government
441 4th Street, NW, Suite 530 South
Washington, DC 20001
Telephone: (202) 727-8900
Fax: (202) 727-1652
opgd.eom@dc.gov

GEORGIA

Georgia State Clearinghouse
270 Washington Street, SW
Atlanta, Georgia 30334
Telephone: (404) 656-3855
Fax: (404) 656-7901
gach@mail.opb.state.ga.us

IOWA

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Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, Iowa 50309
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KENTUCKY

Ron Cook
Department for Local Government
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Frankfort, Kentucky 40601
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MARYLAND

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Manager, Clearinghouse
and Plan Review Unit
Maryland Office of Planning
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Fax: (410) 767-4480
linda@mail.op.state.md.us

MISSISSIPPI

Cathy Mallette
Clearinghouse Officer
Department of Finance and Administration
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501 North West Street
Jackson, Mississippi 39201
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NEVADA

Heather Elliott
Department of Administration
State Clearinghouse
209 E. Musser Street, Room 200
Carson City, Nevada 89701
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NEW MEXICO

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38 State House Station
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MICHIGAN

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Southeast Michigan Council of Governments
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Detroit, Michigan 48226
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pfaff@semcog.org

MISSOURI

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Federal Assistance Clearinghouse
Office of Administration
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NEW HAMPSHIRE

Jeffrey H. Taylor
Director
New Hampshire Office of State Planning
Attn: Intergovernmental Review Process
Mike Blake
2-1/2 Beacon Street
Concord, New Hampshire 03301
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Fax: (603) 271-1728
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NORTH CAROLINA

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1302 Mail Service Center
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NORTH DAKOTA

Jim Boyd
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600 East Boulevard Ave, Dept 105
Bismarck, North Dakota 58505-0170
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Fax: (701) 328-2308
jboyd@state.nd.us

SOUTH CAROLINA

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Budget and Control Board
Office of State Budget
1122 Ladies Street, 12th Floor
Columbia, South Carolina 29201
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Fax: (803) 734-0645
aburgess@budget.state.sc.us

UTAH

Carolyn Wright
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Governor's Office of Planning and Budget
State Capitol, Room 114
Salt Lake City, Utah 84114
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Fax: (801) 538-1547
cwright@gov.state.ut.us

WISCONSIN

Jeff Smith
Section Chief, Federal/State Relations
Wisconsin Department of Administration
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Madison, Wisconsin 53707
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Fax: (608) 267-6931
jeffrey.smith@doa.state.wi.us

GUAM

Director
Bureau of Budget and Management Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910
Telephone: 011-671-472-2285
Fax: 011-472-2825
jer@ns.gov.gu

NORTH MARIANA ISLANDS

Ms. Jacoba T. Seman
Federal Programs Coordinator
Office of Management and Budget
Office of the Governor
Saipan, MP 96950
Telephone: (670) 664-2289
Fax: (670) 664-2272
omb.jseman@saipan.com

RHODE ISLAND

Kevin Nelson
Department of Administration
Statewide Planning Program
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Providence, Rhode Island 02908-5870
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Fax: (401) 222-2083
knelson@doa.state.ri.us

TEXAS

Denise S. Francis
Director, State Grants Team
Governor's Office of Budget and Planning
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Austin, Texas 78711
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Fax: (512) 936-2681
dfrancis@governor.state.tx.us

WEST VIRGINIA

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Community Development Division
West Virginia Development Office
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Fax: (304) 558-3248
fcutlip@wvdo.org

AMERICAN SAMOA

Pat M. Galea'i
Federal Grants/Programs Coordinator
Office of Federal Programs
Office of the Governor/Department
of Commerce
American Samoa Government
Pago Pago, American Samoa 96799
Telephone: (684) 633-5155
Fax: (684) 633-4195
pmgaleai@samoatelco.com

PUERTO RICO

Jose Caballero / Mayra Silva
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, Puerto Rico 00940-1119
Telephone: (787) 723-6190
Fax: (787) 722-6783

VIRGIN ISLANDS

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Director, Office of Management and Budget
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Fax: (340) 776-0069
lrmills@usvi.org

Substance Abuse and Mental Health Services Administration (SAMHSA) List of Alcohol-Exclusive and ATOD-related Model, Effective, and Promising Programs

	MIDDLE SCHOOL	HIGH SCHOOL
Alcohol Prevention (exclusively)	Project Northland STARS for Families	<i>PASS (Plan A Safe Strategy) Program</i> Protecting You/Protecting Me** STARS for Families <i>Teams-Games-Tournaments Alcohol Prevention</i>
Alcohol, Tobacco, and Other Drugs (ATOD) Prevention	Across Ages All Stars CASASTART Child Development Project (CDP)* <i>Club Hero</i> <u>Coping Power</u> LifeSkills Training <i>Storytelling for Empowerment</i> <i>Teenage Health Teaching Modules</i> Too Good for Drugs (TGFD) Woodrock Youth Development Project	ATLAS Project SUCCESS Project Toward No Drug Abuse (TND) Reconnecting Youth (RY) <u>SMART Leaders</u> <i>Teenage Health Teaching Modules</i> Too Good for Drugs (TGFD)

* For children between 6 and 11 years of age

** Targets elementary-grade children and employs high school students as intervention delivery agents. Evaluation data show proven effects with elementary children, and point toward positive outcomes for high school students.

Model programs are effective programs whose developers have the capacity and have coordinated and agreed with CSAP to provide quality materials, training, and technical assistance to practitioners who wish to adopt their programs. That help is essential to ensure that the program is carefully implemented, and maximizes the probability for repeated effectiveness.

Effective programs are prevention programs that produce a consistent positive pattern of results. Only programs that have been able to demonstrate these positive effects under rigorous experimental or quasi-experimental designs are considered effective.

Promising programs provide useful and scientifically defensible information about what works in prevention, but have yet to gather sufficient scientific support to standards set for Effective/Model programs. Promising programs are sources of guidance for prevention practitioners and designers, albeit Promising programs may not be as prepared as Model programs for large-scale dissemination.

This matrix was developed under the auspices of the SAMHSA/CSAP National Registry of Effective Prevention Programs (NREPP).

GRANT APPLICATION RECEIPT ACKNOWLEDGMENT

(If you send your application by mail or if you or your courier deliver it by hand, the Application Control Center will mail a Grant Application Receipt Acknowledgement to you.) If you fail to receive the notification of application receipt within fifteen (15) days from the closing date, call:

**U.S. Department of Education
Application Control Center
(202) 708-9493**

(If your application is late, we will notify you that we will not consider the application.)

GRANT AND CONTRACT FUNDING INFORMATION

The Department of Education provides information about grant and contract opportunities electronically in several ways:

ED Internet Home Page <http://www.ed.gov/>

OCFO Web Page Internet <http://www.ed.gov/offices/OCFO/grants/appforms.html>

DUNS NUMBER INSTRUCTIONS

Please provide the applicant's D-U-N-S Number. If you do not currently have a D-U-N-S Number you can obtain one at no charge by calling 1-800-333-0505 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

<https://www.dnb.com/product/eupdate/requestOptions.html>

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built-in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S Numbers to over 43 million companies worldwide.

TAX IDENTIFICATION NUMBER INSTRUCTIONS

Enter the tax identification number as assigned by the Internal Revenue Service.

**IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS
IN U.S. DEPARTMENT OF EDUCATION
GRANT AND CONTRACT PROGRAMS**

GRANTS

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds. Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste. For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that:

Failure to meet a deadline will mean that an applicant will be rejected without any consideration.

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. Six-month or one-year subscriptions to the daily, official Federal Register may be ordered from the U. S. Government Printing Office at the following url: <http://bookstore.gpo.gov/regulatory/fed-reg.html>. The Federal Register Complete Service is also available in microfiche on the same web page. In addition, the Federal Register is available on-line for free on Government Printing Office (GPO) Access: <http://www.access.gpo.gov/nara>. Depository Library location and Federal Register services: <http://www.nara.gov/fedreg>.

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Federal Register. Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
Washington, D.C. 20202-4725

CONTRACTS

Competitive procurement actions undertaken by the ED are governed by the Federal Acquisition Regulations and implementing Department of Education Acquisition Regulations.

Generally, prospective competitive procurement actions are synopsized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP). All of ED's RFP's are now available on-line for downloading at the following url:
<http://www.ed.gov/offices/ocfo/contracts/currrfp.html>.

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP. Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal, which is non-responsive to the RFP. Six-month or one-year subscriptions to the CBD may be ordered from the U.S. Government Printing Office at the following url:
<http://bookstore.gpo.gov/regulatory/cbd.html>. Information included in the Federal Acquisition Regulation is contained in Title 48, Code of Federal Regulations, Chapter 1. The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402-9371

**In addition, the Commerce Business Daily is available on-line for free at the following url:
<http://cbdnet.access.gpo.gov/>. The Federal Acquisition Regulations are available on-line at the following url:
<http://www.arnet.gov/far/>.**

REQUIRED FORMS
FOR
GRANTS TO REDUCE ALCOHOL ABUSE

<http://www.ed.gov/offices/OCFO/grants/appforms.html>

ED 424 – Application for Federal Assistance and Instructions

ED 524 – Budget Information, Non-Construction Programs and Instructions

SF 424B – Assurances, Non-Construction Programs

ED80-0013 – Certifications Regarding Lobbying; Debarment, Suspension & Other Responsibility Matters; and Drug-Free Workplace Requirements

ED80-0014 – Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion – Lower Tier Covered Transactions

SF LLL – Disclosure of Lobbying Activities and Instructions